

Retention and Classification Report

Agency: Redmond (Utah) (835)

Redmond Town Hall
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Redmond, UT 84652
435 529-3278

Records Officer Nancy Hampton

09618	Audit reports
09622	Cemetery cards
09616	Cemetery deed register
09620	Council minutes
09621	Justice docket
09619	Ordinances (codified)
09615	Perpetual care books

AGENCY: Redmond (Utah)

SERIES: 9618

3

TITLE: Audit reports

DATES: 1939-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 05/17/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Redmond (Utah)

SERIES: 9618

TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Redmond (Utah)

SERIES: 9622

3

TITLE: Cemetery cards

DATES: ca. 1912-

ARRANGEMENT: Alphabetical by name of owner of lot

DESCRIPTION:

There are two cards for each lot and owner. The first card includes the owner's name, the location of the lot, the owner's residence and the number of graves on that lot. The second card contains listings for each burial on the lot: generally the name of the deceased, their birth and death dates , and occasionally names of relatives.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 6.

AUTHORIZED: 05/17/1991

FORMAT MANAGEMENT:

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APPRAISAL:

AGENCY: Redmond (Utah)

SERIES: 9622

TITLE: Cemetery cards

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Redmond (Utah)

SERIES: 9616

3

TITLE: Cemetery deed register

DATES: 1912-

ARRANGEMENT: Chronological

DESCRIPTION:

These are registers of names of all persons owning burial plots in the cemetery. They may include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 2.

AUTHORIZED: 05/17/1991

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APPRAISAL:

AGENCY: Redmond (Utah)

SERIES: 9616

TITLE: Cemetery deed register

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Redmond (Utah)

SERIES: 9620

3

TITLE: Council minutes

DATES: 1957-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

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APPRAISAL:

AGENCY: Redmond (Utah)

SERIES: 9620

TITLE: Council minutes

(continued)

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Redmond (Utah)

SERIES: 9621

3

TITLE: Justice docket

DATES: 1891-1905;1918-1947

ARRANGEMENT: Chronological

DESCRIPTION:

Actions taken of charges brought before the Justice. The records contain the name, date, charges, circumstances, and disposition of the case.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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APPRAISAL:

Historical

AGENCY: Redmond (Utah)

SERIES: 9621

TITLE: Justice docket

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Redmond (Utah)

SERIES: 9619

3

TITLE: Ordinances (codified)

DATES: 1890-

ARRANGEMENT: Numerical by title

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 05/17/1991

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AGENCY: Redmond (Utah)

SERIES: 9619

TITLE: Ordinances (codified)

(continued)

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Redmond (Utah)

SERIES: 9615

3

TITLE: Perpetual care books

DATES: 1958-

ARRANGEMENT: Alphabetical by name of owner

DESCRIPTION:

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 1.

AUTHORIZED: 05/17/1991

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AGENCY: Redmond (Utah)

SERIES: 9615

TITLE: Perpetual care books

(continued)

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public